

## COMMITTEE ON COMMUNITY IMPROVEMENT

**April 9, 2002**

**7:00 PM**

Chairman O'Neil called the meeting to order.

The Clerk called the roll.

Present: Aldermen O'Neil, Shea, Lopez, Wihby (late), Smith (late)

Messrs: J. Taylor, S. Ashooh, J. Donovan, P. Martineau, J. Michelsen,  
Aldermen Garrity and DeVries, F. Thomas, S. Maranto

Chairman O'Neil stated if the Committee would agree I would like to take up Item 11 first and then we can empty out  $\frac{3}{4}$  of this room:

Communication from Jay Taylor, Economic Development Director, requesting approval of a proposed financial transaction which would encompass a \$750,000 loan to LaPlume Realty, LLC (owner of NE Tanya Finishes, Inc. facility) by MDC to pay off an existing mortgage and other expenditures; such loan to be immediately purchased by the NH Business Finance Authority resulting in maintaining 18 jobs, payment of property taxes and an estimated receipt of \$7,500 by MDC in the first year for facilitating the transaction.

Alderman Shea moved the item for discussion. Alderman Lopez duly seconded the motion.

Mr. Taylor stated given that all of the people involved in the transaction are here – the MDC representatives are here, Jack Donovan is here from the BFA so rather than me trying to answer the questions it might be more appropriate to have Skip talk about where the MDC fits into this picture and then Jack Donovan can talk about how this program works from the BFA perspective. The issue I want to emphasize here...there are two things. First, there is no risk to the City or MDC by doing this project and secondly we can hopefully save 18 jobs in a small manufacturing company by going through with this.

Mr. Skip Ashooh stated very simply, MDC...I Chair the MDC's Investment Committee and Scott Ellison and Tom Hunger are here with me representing that committee. We were approached by the BFA, Jack Donovan and Mike Donahue

about acting as an intermediary in this process. What we have is a local employer and property owner who has been in business for some time and is indebted to Citizens Bank. They have not fallen behind in their payments but they are out of compliance. The BFA thought that it would be important to save this particular business, this project, and they were willing to put the money up but they cannot be a primary lender so they asked MDC to step in and be an intermediary, basically to create the loan and lend the money to New England Tanya Finishes and immediately the BFA would be able to buy the loan from MDC. If you note in there, there is a service fee that would come to MDC. The servicing of the loan and the monitoring of the loan, all of that would be the responsibility of the BFA. We simply would be acting in this case as a conduit and we would be out of it after the loan closed. If you have any questions about this, Jack is here on behalf of the BFA and Scott and Chuck and Jay were also involved in the process.

Alderman Lopez stated the only question I have is if the company is out of compliance if you buy the \$750,000 and you are going to get the \$750,000 going to MDC who is going to make sure that the compliance is there.

Mr. Ashooh replied the bank will be bought out completely. The compliance issue then goes to who holds the loan at that point, which would be the BFA. It will pass through us immediately to the BFA and it becomes the BFA's loan. Now I should note that this loan to the MDC and then to the BFA will be collateralized by the real estate that they own, which is worth twice the value of the loan. So there is double the collateral to bank roll this.

Chairman O'Neil asked are we setting a precedent here. Is this something that we could or should be doing regularly if we can help out?

Mr. Taylor answered I can tell you from a purely economic development perspective I think what we are doing here is we are helping a local company and saving some jobs and particularly given the fact that this company resides in an industrial park that was sponsored and financed by the City of Manchester, I don't think that means that we have an undue responsibility but it does suggest that we would want to try to help them if we can. The fact that this loan has no liability for the MDC and no liability for the City and that the BFA is taking on all of the responsibility of monitoring, collecting and all the rest, if we can do one of these deals a week, I think it would be great because we are getting a small revenue stream for virtually no risk. It sounds like a good deal to me.

Mr. Ashooh asked can I just ask Jack to talk about the ALDO program so people understand what this is.

Mr. Jack Donovan stated the ALDO program is to help small either municipal or non-profit development groups like MDC in this case. We would love to do this. These are your hard working people who expanded their business, hit their timing absolutely wrong, business went down last year through no fault of their own and there has been a real slump in industrial sales and banks, just because they don't show...you know theoretically the ability to repay the note even though they are current on all their payments that is the irony of the situation, they are faced with foreclosure so if this doesn't go forward they are looking at losing the building and probably their equity. We are more than able to step up and we are glad to be able to help. I also would note that they are going to get their real estate taxes paid up and we are going to escrow them going forward so that they will be able to do that in the future.

Chairman O'Neil asked is this a program specifically for this situation or is this kind of a general program that the BFA does.

Mr. Donovan answered it is a general program to provide money to non-profits in different situations and it can be used to...we have advanced money to industrial park development and I was just talking to Jay outside asking him how things were happening with the park. We have advanced money to Keene and other places to pay finance costs for planning to put in roads and infrastructure. You know have the road in there so you can sell the lots. We have patient money and we will wait until lot sales come, which a bank is not going to do. It is non-bankable situations like that. We are just glad to be able to help these guys out.

Chairman O'Neil called for a vote on the motion to approve the transaction. There being none opposed, the motion carried.

Chairman O'Neil addressed Item 15 of the agenda:

Communication from Manchester Emergency Housing, Inc. submitting a 2002 CIP Projects status report requesting that the Cash Project purpose be changed from day care to operational expenses.  
(Tabled 12/11/01 pending grants and Welfare Department status.)

On motion of Alderman Shea, duly seconded by Alderman Lopez, it was voted to remove this item from the table.

Deputy Clerk Johnson stated I would note that we had requested that this be tabled at the time it was submitted. There were issues involving the \$10,000 Cash project of CIP. At the last meeting the Committee wasn't sure why it was on the table so I would ask the Welfare Commissioner to come forward to address this.

Commissioner Martineau stated well Jeff Michelsen had applied for \$10,000 for daycare but it is not practical in the situation that he has. He needs the money basically to run the operation there. It is an adjunct to the Welfare Department because what we do when people come in and say they don't have any housing is basically we send them over to Manchester Emergency Housing. So they usually work them in and as you know fortunately for us we have that available to us to do that. Since being there in February, we had up to 28 families at one time in the Queen City and 4 or 5 families at Emergency Housing and we are down to about a handful now. It is important for him to be able to keep the operation going.

Chairman O'Neil asked this has your full support.

Commissioner Martineau answered yes.

Chairman O'Neil asked, Jeff, do you have anything you want to add.

Mr. Michelsen answered it seems like a lifetime ago that I wrote that memo and for me it almost was. We are one of 11 emergency shelters in the State. They are all full all the time. I get calls almost every day from Maine, from Vermont, from the North Country asking if there is anything available and if they can send them down our way. I have to tell them that the protocol is that they go to their local Welfare authorities and if they find themselves living in Manchester then they go to Manchester City Welfare. Just for the record, the last statistical reporting period was June 30 of last year and we had 9,298 bed nights in the shelter. Our rate of capacity is 24 beds, not including cribs and couches. Do the math. Take 24 times 365 and that says we would be full if we had 8,760 people there and we had 9,298 people there over the course of the year. Separate bed nights is how we calculate that. I think we get our monies worth. Our only other source of funding are State grants and the State is starting to cut back and make demands that are unpalatable. We don't pay a lot of money to our staff. Our staff is around the clock. I am one of the few shelters that doesn't have a staffing problem. A staffing problem at a shelter means I get a phone call or I get paged and I go in and I work the shift. These monies will help me to just continue the operation. For instance, I need computers now. I have two computers that are worthless. I am going to try to get them donated, but again, that is more work for me to go out and scrounge around to see if someone will donate a computer. If anyone hears of any leads, please call me. That is all I have to add. I would be glad to answer any questions.

Alderman Lopez asked just out of curiosity, don't you get rent money.

Mr. Michelsen answered the only sources of income we have are the rent monies from the City. We get State EST funding when it is available. That money is

dedicated to salary for our case manager only. We can't use that for operations. Those are our only two sources of funding and small project donations.

Alderman Lopez asked the rent that you receive is yours Paul.

Commissioner Martineau answered what happens is if we put families in there they were giving the money to the Welfare Department and what happened is and this is one of the things that I talked to Tom Clark the Solicitor about. These individuals were being told that this money was being put aside for them so they would have a deposit if they were to find available rentals. I have asked them for a declaration as to whether it is our money or the shelter's money. Whatever the decision is...if they can collect the money then that would mean the City would have less to give to them. Right now there is \$8,000 in the vault while we are waiting to find out if it is our revenue or if it belongs to Jeff.

Alderman Lopez asked so the revenue that you are receiving, are you just storing it. Is that what you are saying?

Commissioner Martineau answered what happened in this instance...that revenue basically...a decision has to be made is it the City's money, which I believe it is because I look at it as partial repayment for assistance rent or is it the shelter's in the sense that where they are at the shelter if the shelter is going to be collecting the rent that means the City...we give them \$7,100 a month in support so that means it would be less that we would have to give them.

Deputy Clerk Johnson stated the question that is being raised is you have a division in the rent line items of Welfare where already you are paying this agency. Now the agency needs more funding to get through this cycle and I think you understand that and it was obvious that there was some support for that. However, there was a contingency set aside to deal with Welfare's current issues and I believe, I could be wrong, but I believe those funds could also be utilized for the \$10,000 that is needed there as a direct payment legitimately from the Welfare Department account rather than taking it from CIP projects.

Commissioner Martineau replied I still need Tom Clark to tell me...

Deputy Clerk Johnson interjected I am not talking about the revenue. I am talking about...

Commissioner Martineau interjected oh the contingency. You are talking about the contingency.

Deputy Clerk Johnson stated you can use the rent line items to pay for that.

Mr. Clougherty stated we just transferred \$250,000 to the Welfare account to be used to deal with the different pressures on the office so if one of the pressures on the office is this contract, as long as a contract amendment is made according to contract requirements...

Alderman Lopez interjected the only reason we are bringing this up is we are looking for money for the Fire Department, etc. from the CIP and if you have the money in Welfare and can take the \$10,000 and give it to Jeff Michelsen that is all we need to do.

Chairman O'Neil asked am I missing something here. They are never going to use the \$10,000 for daycare correct? All you are asking for is a simple transfer. We don't need to take it out of the \$250,000.

Deputy Clerk Johnson answered what he was asking for originally was money from CIP Cash and now he has come back and said I need \$10,000 for operational.

Mr. Clougherty asked does he already have a contract.

Deputy Clerk Johnson answered they are already providing services to Welfare. Welfare's rent line items pay a certain amount to them each month. If, for the balance of the fiscal year, that rent line has been increased, he can merely amend or have a different contract with them in order to pay them the \$10,000 directly out of that money. That solves his problem unless there aren't enough funds in Welfare. That I don't know.

Commissioner Martineau replied I don't know if there is a contract. I know that we are paying them \$7,100 but I don't know what the arrangement is. That is why I asked Tom Clark. They are a non-profit separate organization and they have actually been like an extension of Welfare because they have been used strictly for our use. Now the \$250,000 that you transferred, I think that was covering a deficit that was already there.

Mr. Clougherty responded no I don't think so. I can go back and check it.

Chairman O'Neil stated well this has been hanging around since early December and I think we would like to get this cleaned up.

Mr. Michelsen stated I would like to say for the record that this request was done strictly on my part before the election and irrespective of any other issues. It was simply saying that when I took the helm over there we had chaos and I did the CIP

request based on an old copy of the year before if I could find one and I found one and I kind of structured it the same way. I did get help from Sam Maranto in the Planning Department and in good faith I said let me use this for daycare money. I came to understand that it is almost impossible to utilize that in an emergency shelter environment.

Alderman Lopez stated in my opinion \$10,000 in CIP Cash is a lot easier to transfer someplace else then going into the reserve that we have in Welfare. If you can take the \$10,000 out of there and work with Kevin then we have \$10,000 in CIP to put someplace else.

Mr. Clougherty stated from what I understand as Carol stated this is a legitimate operating expense.

Chairman O'Neil stated so being asked to transfer it is not a problem, I guess I misunderstood that but it is easier for the Commissioner to take it out of a line item in his operating budget. If we don't transfer it then we could possibly use it for something else.

Mr. Clougherty stated he has always paid it out of that line item but now if there is more of a demand, which is part of the problem...

Commissioner Martineau interjected I won't have to go back to the Board for this will I.

Mr. Clougherty stated no I think it will work depending on the arrangement you have with them.

On motion of Alderman Shea, duly seconded by Alderman Lopez, it was voted to refer the \$10,000 request to the Welfare Department for payment within the Welfare budget.

Chairman O'Neil stated I have asked Kevin to stick around to explain the pigeon problem at Gill Stadium. We have kicked it around and it has been a month or so that we have been trying to resolve this. Kevin, what did you tell the Director of Parks & Recreation?

Mr. Clougherty stated our original recommendation was to pay for whatever needed to be done to take care of the problem out of the Enterprise fund as a separate Enterprise resolution you passed to cover this year. This is for Enterprise related functions. This is what Gill Stadium is in. They have a sufficient balance

and that would be our recommendation. When I talked tonight about that, Alderman Smith stated that he would like to have some other things come out of those Enterprise dollars. Sam's recommendation, I guess, is going to be that we tap into a Bond balance that is available for some computer equipment that hasn't been purchased yet. From our perspective that is allowable. You can put more resources into the Enterprise, you just can't take the bond and use it for something else. Either one of those is okay with me.

Chairman O'Neil asked did everyone get a letter from Diane. She is going to appear before the CIP Committee next week. If I understood the letter, she has everything pretty much committed so I don't know that there are balances.

Mr. Clougherty answered I would be happy to go back, if you are going to meet in another week, I would be happy to go back and talk to Ron and say okay what do you have for your balance in the Enterprise and what are some of the things you are looking to do here in addition to what Alderman Smith wants and do you still have capacity to do that.

Chairman O'Neil stated the Health Department is on record that there is a problem. I imagine we are going to start playing baseball there some time soon. Time is just dragging on instead of resolving the problem. It is a priority and it should be resolved. It has been dragging on a couple of months now anyway. I know Information Systems is coming in Monday night to explain all of these so-called balances that are out there. Diane did send a letter and I don't know if you have all received it.

Alderman Shea asked how much will it cost to get rid of the pigeons.

Mr. Clougherty answered the number I got was \$65,000 but it is not just for pigeons but some other things that need to be done there.

Alderman Lopez stated I have a couple of points to make. I have spoken to Ron and he just doesn't have \$65,000 to do that. The other aspect that that we are talking about is the roof and the scaffolding and that comes out to about \$100,000 and we were looking to take \$150,000 out of this account. In the Accounts Committee we mentioned this to Kevin and we brought up the issue of \$750,000 that has been in this account since 1996 in various stages and years. I hope that when she comes in and Kevin was at the Accounts Committee and he was instructed by the Committee to research it to make sure she has contracts for these. She cannot continue to hold on to money while other projects suffer. Either she has the money and a contract for spending it or we have to use it and if she does need something we will give her more money if that is the case down the road. Ron Ludwig is ready to go. I would like to hear from the staff and see if there is



\$100,000 to take out of that account and send it over there and get the job done at Gill Stadium. He is ready to work. He is ready to go before the ball game starts. There is no reason for one person to hold up all this money.

Chairman O'Neil asked, Rick, I don't know if you are in a position to review all of this tonight.

Mr. Linda answered we do have money that goes back to 1996. That was part of the initial money that was given to upgrade the City's communications network and to buy the new software. We did not spend all of that money at that time because it was a ballpark figure and what we have been doing ever since then is as new modules come up we have been adding to that. On the list that Diane presented, the DMS software is something that we need to replace. That is what allows documents to be created. The GUI licenses are something that as the system is used more and we get more users we have to continually upgrade those licenses. The Looking Glass software, that is something that will allow us to integrate the HTE software with the new GIS system that we have money earmarked for and we have started that process also. The Click2Gov, what that will allow is for people to use the Internet to access various modules that HTE has. People will be able to inquire into their utility bills. They will be able to eventually pay their utility bills on-line. It really moves us forward into the whole e-government area that everyone is pretty much required to do at this point. The other thing for the 1996 money is the Building Department...we had originally bought a piece of software that would allow them to take laptops out into the field. They have a new solution now that uses a palm device, a PDA, that will allow them to do their inspections. So, between those projects, that pretty much ties up that \$186,000 from 1996. The 1997 money...

Alderman Lopez interjected I guess at this point you are just reading all of this stuff. Are there actual contracts for this?

Mr. Lidner replied no there is not.

Alderman Lopez responded that is my point. They are nice things to have but to stash money away and use it at your convenience with all due respect but there are other programs in this City that need to move forward. If I were a department head and I got the money, I would commit it with a contract. I hope none of this is going towards you guys traveling down to Florida to learn about HTE.

Mr. Lidner stated we don't want to just tie up money for the sake of tying up money either. That is why we have only spent the money as we have had good projects to spend it on. It is for the whole integrated municipal system and these are all things that help enhance that system. We didn't want to just go out and tie

up the money back in 1996 for something that we may or may not buy. We have been looking for things that we can spend the money on, but it still all ties back to that initial system.

Alderman Lopez asked do you think that taking \$100,000 out of \$752,000 is going to hurt you.

Mr. Lidner answered in the short-term, no.

Alderman Lopez stated that is the issue.

Mr. Lidner replied it is money that we can spend and it will help the City in the long run. It depends on whether we want to take the money away now and probably not get it back until some time in the future.

Alderman Shea asked what has this money been doing since 1996.

Mr. Clougherty stated the proceeds are invested. When we do the bond, we draw it and use it for all the projects.

Alderman Shea stated my point is that when I was a principal when I got some money if I didn't spend it somebody else would grab it and spend it right away. In other words, if you wait it isn't going to happen. To me I would say...did you submit and you may not know this but did Diane submit these requests in the budget that the Mayor received or is this hidden someplace?

Mr. Lidner replied it was in a CIP request that was approved.

Alderman Shea responded well the last one is 1999 so basically there are a couple for 2000 somewhere. In other words, this was buried someplace right?

Chairman O'Neil stated we use the words buried and hid and I don't think that was their intent. I think the department continues to do the best job they can. Sometimes priorities change because of the elected officials. I do know and I promised Diane that the department would be represented in full on Monday night to talk about this issue.

Mr. Lidner stated another issue is on waiting, a lot of times technology gets cheaper and faster and by not stockpiling a bunch of PC's we get more PC's for less money by buying them a year later. We do not want to buy technology until we are ready.

Chairman O'Neil stated we are going to meet on Monday night. Diane was scheduled for vacation this week and she didn't want to appear before the Committee and I appreciate Rick being here. In my conversations with and I would ask the Finance Director to talk one more time to the Director of Parks and Recreation but the Finance Director believes this is an Enterprise issue and that is how it should be addressed.

Mr. Clougherty replied let me talk to Ron again.

Chairman O'Neil asked if we could have something for Monday night so that we can get final closure to this thing because they will be playing baseball very shortly and we need to address it.

Deputy Clerk Johnson stated we will be a report of the committee, if available on the Board agenda meeting for next Tuesday.

Alderman Lopez stated I think you people put in money in the Mayor's CIP budget this year and the Mayor said now. You have \$750,000 in there and you are not going to get any money from CIP this year because you are not listed here. I stress to all the department heads who are involved in this that we have helped the Gill Stadium enterprise system because they cannot afford it. You can talk as the Chairman said to Ron Ludwig but I think the staff has worked on it, Sam and Bob, and I think Monday night is a good time but I would like to have a professional opinion as to whether or not the \$100,000 can come out of there and solve the problem that they have at Gill Stadium and we will move on. Somewhere down the line you people are going to need more money. You are going to get the money for the HTE or whatever computer system we have for the sake of the City. We do have a problem and we need that money.

Chairman O'Neil stated okay can we have all of the departments available Monday night for the discussion please.

Chairman O'Neil addressed Item 3 of the agenda:

Resolution and budget authorization authorizing acceptance and expenditure of funds in the amount of \$65,000 for FY2000 CIP 410900 Gang Interdiction Program.

On motion of Alderman Shea, duly seconded by Alderman Lopez, it was voted to approve the resolution and budget authorization.

Chairman O'Neil addressed Item 4 of the agenda:

Resolution and budget authorization authorizing acceptance and expenditure of additional funds in the amount of \$216.37 for FY2000 CIP 420700 Bulletproof Vest Program.

On motion of Alderman Lopez, duly seconded by Alderman Shea, it was voted to approve the resolution and budget authorization.

Chairman O'Neil addressed Item 5 of the agenda:

Resolution and budget authorization authorizing acceptance and expenditure of funds in the amount of \$27,170 for FY2001 CIP 220301 Homeless Health Care Program.

On motion of Alderman Shea, duly seconded by Alderman Lopez, it was voted to approve the resolution and budget authorization.

Chairman O'Neil addressed Item 6 of the agenda:

Resolution and budget authorization authorizing acceptance and expenditure of additional funds in the amount of \$10,364 for FY2002 CIP 210402 Homeless Health Care Program.

On motion of Alderman Lopez, duly seconded by Alderman Shea, it was voted to approve the resolution and budget authorization.

Chairman O'Neil addressed Item 7 of the agenda:

Resolution and budget authorization authorizing acceptance and expenditure of funds in the amount of \$30,000 for the FY2002 CIP 411902 Operation Streetsweeper Phase 1 Program.

On motion of Alderman Shea, duly seconded by Alderman Lopez, it was voted to approve the resolution and budget authorization.

Chairman O'Neil addressed Item 8 of the agenda:

Resolution and budget authorizations authorizing transfer of \$1,000 in CDBG funds from 212602 MCCY Mini-Grant to 820200 Community Development Initiatives; and further transferring \$1,000 in Cash funds from 820200 Community Development Initiatives to 212602 MCCY Mini-Grant.

On motion of Alderman Lopez, duly seconded by Alderman Shea, it was voted to approve the resolution and budget authorization.

Chairman O'Neil addressed Item 9 of the agenda:

Resolution and budget authorization authorizing transfer of \$50,000 in EPD funds from the 740301 Construction S. Mammoth Road Sewer Phase IA to 711902 Chlorine Building Floor Replacement.

On motion of Alderman Shea, duly seconded by Alderman Lopez, it was voted to approve the resolution and budget authorization.

Chairman O'Neil addressed Item 10 of the agenda:

CIP Budget Authorizations:  
650200 1037 Elm Street Rehab. – Revision #4

On motion of Alderman Lopez, duly seconded by Alderman Shea, it was voted to approve the CIP budget authorization. It was noted that the Emergency Housing Operations revision was removed since that item was referred to the Welfare budget.

Chairman O'Neil deferred discussion of Item 12, pending attendance by Mr. Thomas who was presently in another meeting.

### **TABLED ITEMS**

14. Lowell Terrace Associates request for a mortgage/debt consolidation for property on Lowell and Chestnut Streets.

Chairman O'Neil stated we are going to have to schedule a meeting just for this item.

Deputy Clerk Johnson stated my understanding is that they will be ready to address that shortly.

This item remained on the table.

16. Copy of a communication from the Deputy Finance Officer to Alderman Gatsas relative to funding options for Millyard parking facilities.

On motion of Alderman Shea, duly seconded by Alderman Lopez, it was voted to remove this item from the table.

On motion of Alderman Shea, duly seconded by Alderman Lopez, it was voted to receive and file this item.

17. Communication from Aldermen Gatsas and Sysyn requesting that \$150,000 be transferred from the proceeds of land sales in the Manchester AirPark to Derryfield Park.

This item remained on the table.

Chairman O'Neil addressed Item 12 of the agenda; Mr. Thomas having arrived.

Communication from Barbara Connor, Highway Department, requesting authorization to register a trailer for transport of two major pieces of equipment.

Alderman Shea moved the item for discussion. Alderman Lopez duly seconded the motion.

Alderman Shea asked is there any expense for this.

Alderman Shea asked is there an expense involved with this. There is no expense listed and I was just wondering if there was one.

Chairman O'Neil stated I think the problem over the years is we limit the number of plates we have or something. We go through this regularly. We have gone through it with the Police Department when they get extra cruisers. I don't believe it is a cost item, it is just that they don't have authorization to go...

Mr. Thomas interjected right we need permission to get a plate.

Chairman O'Neil asked why that becomes such a big issue I don't know, but it is. Apparently, we have X number of plates and we can't have one more.

Alderman Lopez stated I don't know but I have a question. Apparently you didn't see this correspondence, Frank.

Mr. Thomas replied no I didn't.

Alderman Lopez asked so wouldn't you want to research it and find out what is going on.

Mr. Thomas answered I would be glad to but in reading the correspondence I believe that is the situation. We just need to register them. If you would like, I can check and report back on this.

On motion of Alderman Shea, duly seconded by Alderman Lopez, it was voted to approve the request from the Highway Department to register a trailer to transport two major pieces of equipment.

#### Discussion of FY03 CIP Budget and related balances:

Mr. MacKenzie stated the Committee requested a small fact sheet on the Cohas Brook Fire Station, both operating and capital costs and perhaps we can take that up. This is a package among some other things that we will give you. The top one

is handled a little bit later under expedited items but near the back you will find some summaries.

Alderman Lopez asked is this the same information we have in our book.

Mr. MacKenzie answered no this is different. These will be pulling out of the package the expedited projects for immediate work, but underneath that you will find a summary of the projects, both a summary of the capital portion and a summary of the operating costs that the Committee asked for at their last meeting. You will see the standard format in the back on the worksheet as to how much the actual salaries and wages, restricted items and operating costs of the station is projected to be. The Chief is here and I am sure he would be available to answer questions on it. There are about five sheets that would cover both the capital and the operating costs.

Alderman Lopez asked when is your completion date if everything goes as planned.

Chief Kane answered currently our completion date would be September of 2003 if I look at the budget as laid out by the Mayor.

Alderman Lopez asked that is when the station will be up.

Chief Kane answered that is correct. If I can explain a little bit further, that will allow us to on board the people in July, get the training done, get the station fitted up and pull everything together.

Alderman Shea asked so there is really no problem concerning the station being built and sitting there idly for a month and a half. You are saying that the station will be completed and fully operational in September of 2003?

Chief Kane answered what I am saying is and I want to be very clear is that as I look at this project I have to bring several things together. I have to bring the station, I have to bring the equipment, and I have to bring the manpower. I have to bring this all together. As I look at the Mayor's budget and as the Mayor projected in his budget bringing people on in July then I would be projecting out when I need to do all of this and that would be September. Now if it would be the will of the Board for me to move that date closer, I can do that. That would require putting money into this year's budget for the staff.

Chairman O'Neil asked so you can control the construction timeline and you can shorten it to some extent, you don't know how long but you probably could shorten it from September of 2003 correct.



Chief Kane answered that is correct.

Chairman O'Neil asked you possibly could shorten the delivery time of the piece of apparatus from September of 2003 to some time shorter but it makes no sense to do either of those if the manpower is not going to be available to you July 1 X number of weeks of training and then opening it up in September.

Chief Kane replied that is absolutely correct.

Chairman O'Neil stated and I don't want to speak for you but if the Board so chose to give you money in FY03 for salaries you then would move those items up.

Chief Kane responded that is correct because if I were to look at the project one of the things is I don't want to have a fire truck sitting there and not doing anything. I certainly don't want to have a station sitting there not doing anything. My task is to make everything happen at once.

Alderman Lopez stated last week you were talking about May of 2003 and now you are saying September of 2003 is when the station will be up.

Chief Kane replied that is correct. The initial date that we were looking at when we submitted our budget was May 15. Obviously the Mayor in looking at this year's budget and looking at the impact of the tax rates said maybe this is one of the projects that we can push off and reduce the taxes this year and that is what he chose to do. As Alderman O'Neil just said, we can move that construction timetable up or down but right now as I look at it and look at the budget that is laid out it is a little forward.

Alderman Lopez asked isn't the training 16 weeks.

Chief Kane answered it is 12.

Alderman Lopez stated so that would put you in July 1, which is the 2004 budget.

Chairman O'Neil stated September of 2003 is the FY04 budget.

Alderman Lopez asked so the FY04 budget is when you would need operational of \$764,000.

Chief Kane answered that is correct.

Chairman O'Neil stated unless the Board so chooses to give him money.

Alderman Lopez asked do you think for the safety of the community that is all right.

Chief Kane answered I think that we have been working on this project for 15 years. I certainly would like to see the project move along. I don't see...with the project as it is going a few months one way or the other we can do that.

Alderman Lopez stated that way this Board would know going in to FY04 that we have to budget for that.

Alderman Garrity asked if the Board authorized you to hire the personnel and get the apparatus when is the earliest that you can be open.

Chief Kane stated I was suggesting May 15.

Alderman Garrity asked so that is the earliest that it can be open.

Chief Kane answered yes.

Chairman O'Neil asked but Chief if it was May 15 you would need the personnel 16 weeks before that.

Chief Kane answered exactly. I need to make it clear that May 15 is the opening date but I need to get the guys on and trained before that.

Alderman Shea asked because of the proximity of Engine 3, most of the problems that occur because of the time that it takes for the apparatus to go and address this problem is because of the winter situation. In other words, I think that during the winter it probably takes about 15 minutes to get from there to the Bodwell Road area and in the better weather it takes about 7 or 8 minutes and obviously if Engine 7 lived through and you know better than I how long it was that it wasn't covered and other engines had to cover the area around Ward 7 simply because it was being renovated. This way it can be done with all things being factored in together.

Chairman O'Neil asked, Chief, am I correct to say in one of our conversations that we have had...do you want to respond to Alderman Shea before I make my point.

Chief Kane stated I just want to acknowledge that Alderman Shea is correct in the fact that we have done that at the Somerville Station and the Webster Street

Station and the Union Street Station. We have done that in the past. Those are management types of decisions that we make.

Chairman O'Neil asked am I correct to say that in the Southeast section of the City that it is amongst our poorest response times in the City.

Chief Kane answered absolutely.

Chairman O'Neil asked on all levels, whether it is medical services, etc.

Chief Kane answered that is correct.

Chairman O'Neil asked and this will greatly improve that.

Chief Kane answered this is the last major area of the City that has this issue. Obviously we had the issue of Hackett Hill a number of years ago and this is the last major landscape in the City that is in that situation.

Alderman Lopez asked am I correct in reading that \$1,128,776 is needed in FY04 for personnel and operational costs instead of the \$774,000.

Chairman O'Neil asked where are you getting that number.

Alderman Lopez answered on the last page. Am I reading this right? You have a projected worksheet that shows total expenses in FY03...is that the way this is working? It says FY04, 05, 06 and 07.

Chief Kane asked what was the number.

Alderman Lopez answered \$1,128,776.80 as a total cost for operations and personnel of that station.

Chief Kane replied right and that includes equipment also.

Alderman Lopez asked so we as Aldermen can expect to add that money for FY04 is that correct.

Chief Kane answered some of that money, I believe, is the apparatus in there also.

Chairman O'Neil replied no that is in the following year. We are all getting confused with our years here. In the FY04, which will be the first full year of opening.

Chief Kane stated the \$1,128,776 is correct.

Chairman O'Neil stated moving forward we have to make a commitment to the Fire Department that we are going to fund it the following year. Is there anything else we need to do to help the Fire Department move forward here, Bob?

Mr. MacKenzie replied the other thing we have to do, once we have an indication perhaps by at least a Committee vote that you are going to fund the Cohas Station we will bring forward the actual contract on the fire engine pumper or the so-called Quint. We are proposing that that not come out of this year's capital budget but that it come out of the next one because there is a 12 month timeframe to get it. If the Board approves the contract, that commits the City to purchasing it and allows them to go to final order and then it is built. That, in essence, is the best way to get it done without having a financial impact this fiscal year.

Alderman Garrity stated, Chief, let's say the Aldermanic Board says we want it opened by May 15 and it takes you 12 months to order the apparatus. If you do that in June, it is not going to be there when the station opens in May. What happens then?

Chief Kane replied I would have to push the contract to see if I can get it earlier. We do have spare apparatus that we could put in there. That is not really something that would be a good idea because some of our apparatus is 25 years old but it is an alternative. I would push hard to get the apparatus in.

Chairman O'Neil asked would the contract allow you some flexibility.

Chief Kane answered yes. I think that once we have a contract we will be able to dictate to the contractor when we want that piece of equipment.

Alderman Lopez stated I think it is important, really...in my opinion is that if we wanted to open in May we could probably find \$200,000 so that he can operate but if we are pushing this and a vote is taken and you are not ready until July...I think this is a better way to go. It gives you plenty of time to work.

Chief Kane replied I can do whatever it is you want me to do. You just tell me what you want done and it will be accomplished.

Alderman Lopez stated I think it is a good plan that you wait until September.

Alderman Garrity asked is there any other apparatus funded in next year's CIP.

Chief Kane answered as far as I know, no. That is an issue, not only for the Fire Department but I am sure that Frank Thomas...I will give you Frank Thomas' quick speech that he has developed. We have basically \$30 million in trucks for the City, bondable trucks. Trucks, my trucks last 10-15 years and his trucks last a little bit less but if you bond \$1 million worth of trucks a year it is going to take 30 years to replace those trucks. You really should be looking at bonding \$2.5 million per year in trucks – garbage trucks, fire trucks, etc. The bonding for trucks city-wide hasn't been to where it should be. I have some trucks, spare ones, and one is 25 years old and the other one is 18 years old. There are some older apparatus also.

Chairman O'Neil stated we have some pieces, I believe, when I first came on the Board that are front line vehicles that are 15 years old that are in stations.

Chief Kane replied sure.

Chairman O'Neil stated we are rolling the dice and knock on wood that they have held up.

Chief Kane replied we do a great job in maintaining the trucks. I can't say enough about the mechanics who take care of them. At some point in time, the bigger picture is in regards to bonding or now matter how you want to fund these vehicles you have to improve or increase the purchasing of the trucks.

Chairman O'Neil asked so if we had an extra \$350,000 or so you would put it to very good use.

Chief Kane answered absolutely.

- a) brief presentation by Mr. MacKenzie regarding outline of FY03 proposed projects;

Mr. MacKenzie stated we do have some information to hand out, although since you really can't review it tonight, I may do that at the end of the presentation unless you would like to see it. They are fairly large packages. Just to recap what we have for you, we have the HTE printout of all the exiting CIP projects, the balances of those. It shows how much has been expended so far and what the balance is for all old existing CIP projects and that is a fairly thick report. We also have what we call the CIP 1 forms. Every organization, every department and non-profit that requests multiple projects has to prioritize those projects so we were going to hand out just for your information a list of all of those so you can see by each department like the Fire Department what their priorities are for all of their capital projects. Generally the Mayor and the Board has tried to follow its

priorities although there are always extenuating circumstances why you can't sometimes. For example, a number one priority may be a \$10 million project and if you just don't have the money you may go to one or two below that. We will hand those out. This, for example, is the list of all the City departments that made a request and each department has a form for their projects. We will get that to you along with the non-profit organizations.

Alderman Lopez asked what you are going to give us is that going to be the financial data that we get from the Accounts Committee. Are those numbers going to match the accounts?

Mr. MacKenzie answered they should. These are write off of HTE. We have working with Finance. There have been some differences in the past. Hopefully they match. Before I hand those out, I did want to run through the different proposed tables just so you understand the differences between the table and some of the limitations on funding this year. If you could turn to Page 13 and find where it starts with Table 1 Federal, State and Other Funds. This will only take about six or seven minutes and we will be available for discussion. Table 1 is projects that are funded by other than City sources and typically the funds are limited to very specific projects. Typically like an agency...you will see on the first page that they are all Health Department. They will actually apply for grants primarily from the State but also from the Federal government. They can only use those grants for the specific projects that they apply for. As you go through those I was just going to highlight a couple of them. On the second page of Table 1, the second from the bottom where it says "Planning and Community Development" that we are just tentatively proposing emergency housing projects because of the difficulties in the past year with the emergency housing issues in the City. We did identify a funding source that can only be used for affordable housing problems such as this.

Chairman O'Neil asked and that is what AHTF stands for.

Mr. MacKenzie answered AHTF is Affordable Housing Trust Fund. We are proposing even though there is no clear solution yet if we find an opportunity to either purchase a building or contract with another agency to provide some units it would save us on the operating expense side. We would bring that back to the Board for a suggestion on how that could be accomplished. These are funds to look for and perhaps acquire properties to help handle that problem. The next page is mostly Police Department grants that they received. These are frequently modified during the year as you will find when they get new grants or grants go down.

Alderman Shea stated you have here Manchester School District School Projects Anticipated Federal and State Grants for Operations and Special Projects. Is that money that they include in their budget and subsequently is approved by us? Does that have anything to do with buildings?

Mr. MacKenzie replied these are not building projects that you will find on the bond side where the City actually bonds them. These are all typically Title V grants or special education funds that come through the City. This is a way the Board appropriates those monies. I would note on page 4 of Table 1 for example there are a couple of Intown Manchester projects. Some of the Aldermen may be familiar with them. That is the fourth project down. Intown Manchester Building Improvement Program. The City has successfully used that to basically spruce up Elm Street. There is a matching program. The building owner puts in money and this particular fund puts in money and we have been able to really make Elm Street look a lot better. These are some additional monies to continue that program. There is still a demand for those funds.

Alderman Smith stated I hope you are going to address the sidewalks. They are in terrible condition in downtown Manchester. I am disabled and the grout is coming up. They are awful and the handicap access is terrible.

Mr. MacKenzie replied I will highlight those as we go along. There are a couple of pots of money that could be used for that. Sidewalks are an issue throughout the City, not just downtown. Those are the only ones I wanted to highlight on Table 1. Again, Table 1 is really designed to be used for specific projects and can only be used for those projects. Table 2, Community Development Block Grant, Emergency Shelter Grant and HOME funds. Now these projects are also a Federal grant that comes from the Department of Housing and Urban Development. We get a little bit over \$3 million each year. The reason it is separated out in a separate table is that the City does have a little bit more flexibility on how these monies are used. They still have to be used to meet certain national goals and objectives like assisting low and moderate income families but the Board does have some flexibility on which projects they can be used for. Typically on this first page for example you will see several non-profit organizations like CASA-NH and Child & Family Services. HUD does allow you to use this money to help non-profit organizations assist some of the low and moderate-income families. They do put a limitation on you though. You can only use 15% of your total funds for non-profits. Even though there are a lot of non-profits listed in here, I think you will see that the dollar amounts are actually relatively small.

Alderman Wihby asked let's go back to Table 1. It says \$8,600,000 was asked for from Schools and then we recommended it but it doesn't have anything funded for FY02.

Mr. MacKenzie answered in that one there was a difference in the way the computer tabulated those. It was just a little bit less than the current fiscal year.

Alderman Wihby asked what about the other School Capital Improvements of \$3,640,000. They asked for that and the Mayor gave them that. There is no number there either.

Mr. MacKenzie answered again what we typically do is the School Department will ask for a lot of very specific projects. We recommend for bonding purposes that they group those together into the School Capital Improvement Projects.

Alderman Wihby asked so there is funding but we don't see it.

Mr. MacKenzie answered correct. There was funding but we expedited it into FY01. That is why is not showing on that column. Back to Table 2, there are projects and I wanted to go to page 3 to address Alderman Smith's issue but also highlight the fourth project down. It is Parks & Recreation. This is where we do fund many of the downtown parks. In this case this year we are proposing \$175,000 primarily for the Sheridan-Emmit Park. If you go to the bottom of the page, to 610403, that is a downtown improvement that primarily includes sidewalk improvements. There is another sidewalk fund in here. There are actually a couple of more but that is one that is geared towards downtown.

Chairman O'Neil asked can that go to maintenance.

Mr. MacKenzie answered it can't really be used for maintenance.

Chairman O'Neil stated that is the issue with the sidewalks. They are maintenance issues, not new issues. What about going in and reinstalling brick?

Mr. MacKenzie replied it depends on the scope of the project I would think. Again, HUD will audit us. We just got done our HUD audit two weeks ago. If they see that we are trying to use it for typical municipal operations, they will not let you do that.

Chairman O'Neil asked is repairing of sidewalks typical municipal operations.

Mr. MacKenzie answered if you reconstruct the sidewalks that is clearly allowable under HUD. If you are doing very small maintenance such as fixing grout and stuff that would probably not be allowed.



Mr. Maranto stated additionally what we have been doing downtown is tying that money to job creation.

Mr. MacKenzie stated I just want to highlight some of the bigger projects in this particular table. If you go to page 5 of Table 2, the next to last item, which is ADA Compliance, that is one where...there are actually a couple of pools of money from ADA. One goes to Highway to handle curb cuts so that wheelchair bound people can utilize those. This one that is \$320,000 is used for all municipal buildings to retrofit them for either elevators or other handicap improvements in schools and in public buildings.

Alderman Lopez asked I want to note that Ginny Lamberton along with the coordinator of Access Manchester are going to be putting a program together to bring all of the Aldermen up-to-date. There is a committee that actually works with Sam. I was on it last year and they prioritize projects and work with Frank Thomas.

Alderman Wihby asked last year there was only \$25,000 for that.

Mr. MacKenzie answered \$25,000 I think last year was for the ADA Coordinator money.

Alderman Wihby replied it comes under 810103, \$25,000.

Mr. MacKenzie responded the numbering system changes every year.

Alderman Wihby stated well we had asked for numbers so we knew what was last year, what was requested this year and what the Mayor gave. So, I am looking at a sheet that says FY02 Funding \$25,000, Requested \$350,000 and ADA Compliance Recommended \$320,000. So the \$25,000 doesn't mean anything because it is not the same thing?

Mr. MacKenzie replied I will check that one. Are you looking at the summary sheet?

Alderman Wihby stated on Table 1 you had the Youth Attendant Program. They requested \$48,500 and the Mayor gave them \$48,500 with nothing for FY02 so does that mean it was a new program?

Mr. MacKenzie replied that one is, yes.

Alderman Wihby stated for ADA it seems to me that we had more than \$25,000.

Alderman Lopez replied I know we had more than that.

Mr. MacKenzie responded we will check the database on that one to see specifically why that doesn't show. I think it was \$420,000 last year.

Alderman Lopez stated \$25,000 is for 810302, ADA training. That is for the coordinator of Access Manchester.

Mr. MacKenzie replied we will verify why that didn't come across. We didn't have a lot of time to put these summaries together. The staff has been working very hard to get all of this data together for the Committee. There is a lot of information here. That kind of completes Table 2, which again is the HUD funded program.

Chairman O'Neil asked can we go to the very last item on page 6 of Table 2, the new position which is the grant writer.

Mr. MacKenzie answered yes.

Chairman O'Neil asked have we identified our targeted...HUD is one area that we have been told we are not writing enough. There is money out there that we should be going after, correct?

Mr. MacKenzie answered yes. We do get some of those what are called special grants that are allocated by Congress. Some communities do go after other ones and we can do that here.

Chairman O'Neil asked currently if that position is funded do we have some idea of what types of grants that person will be going after.

Mr. MacKenzie answered clearly over the next two years some of the Homeland Security Grants will be coming out...

Chairman O'Neil interjected so this position can be used for...even though it is coming out of CDBG it can be used for writing grants for the Fire Department.

Mr. MacKenzie replied I believe it could be a full spectrum type of thing.

Chairman O'Neil stated I think we need to make it clear to agencies that they need to use this position because there is a lot of money out there that we are not going after, therefore, we are never getting. I fully support the position but we have to

keep that person busy. So it can be used and if for some reason Frank Thomas needed to write a grant on something, it could be used for that.

Mr. MacKenzie replied there are Internet resources that you can go in on a daily basis and check when the new Federal funding programs come out. Obviously that takes time. That is typically what that person does.

Chairman O'Neil asked so with the exception of Police because they have a grant writer and School because they have a grant writer, this position will be through some coordination available to write grants for any agency in the City.

Mr. MacKenzie answered right and offer technical assistance.

Alderman Shea stated I was with a nurse the other night and she grant writes for the Health Department so they have certain people writing grants for them.

Chairman O'Neil asked but that is not their only position.

Mr. MacKenzie answered typically what happens now is as departments have time and say the Office of Youth Services for example gets a few grants but they have to find their time anywhere they can to do it. They will go after whatever the most obvious grants are. I think with this position what we would be looking for are the less obvious grants that can be fairly substantial, but you really have to have someone there working on it and sometimes lobbying to get the money.

Chairman O'Neil asked do we have space for this person.

Mr. MacKenzie answered that is something that we have to look into.

Alderman Shea asked would the people in the Health Department who write grants now, would they filter their grants through this grant writer or would they continuously do what they are doing know.

Mr. MacKenzie answered my preference is that the systems that work well now...the Health Department has a very sophisticated grant writing system using different people, I would think that we would just offer this person as a technical advisor. If this person for example is in Washington and hears about a health grant, he would call the Health Department and they would do the work because one person cannot write all of the grants for all of the programs in the City. It is just not possible but for sophisticated departments they could offer technical help and perhaps additional lobbying but for departments that don't often write grants they would actually jump in and do much of the grant writing.

Alderman Lopez asked would this person be working out of your department.

Mr. MacKenzie answered I don't think we have finalized that but that is one option.

Alderman Lopez asked are there other options that you talked about.

Mr. MacKenzie answered not that I have thought of yet.

Alderman Lopez stated I just have a concern.

Chairman O'Neil stated in my opinion they would probably spend 50% of their time with the Fire Department and 50% with those HUD funds. There is a lot of money available to us and that would keep the grant writer pretty busy.

Alderman Lopez asked would it be your recommendation, Bob, that the person be in your department.

Mr. MacKenzie answered since we already do some grant writing for some of the major grants we could at least coordinate through CIP.

Alderman Shea stated I know that this kind of goes back to what Mayor Wieczorek wanted to do. Who would that person be accountable to? In other words the School Department has a lot of floaters and nobody knows who they are and they are under the radar. Before this person comes on board, that should be defined. You shouldn't approve a position and then have that person choose who they are going to work for. We are talking about a position that is clearly a substantial amount of money and we would want to know whether or not for the amount of money we are getting more money for the City.

Chairman O'Neil stated, Bob, the bottom line is that this is something that is block grant eligible.

Mr. MacKenzie replied yes. I know the Mayor and Alderman O'Neil have talked about this and broached the issue. We have not got down to the nitty gritty but we could prepare a couple of options to show the Committee who they would report to and how that would work.

Chairman O'Neil stated I think this was initiated in a conversation that the Mayor had with someone on the Federal level who said there were some opportunities but you needed someone to go and get it. I know that Alderman DeVries is very interested in money that is available for the fire department.

Mr. MacKenzie asked can we move to City Cash now. I would note that given the difficult operating budget scenario that you are looking at it was determined that City Cash should be equal to or less than what was available last year, which obviously means no growth. Again, there are several non-profit organizations that are funded, such as the American Red Cross and pretty much all of these agencies have been level funded. We did review each of the requests. The money was just very difficult to handle this year. If I could highlight some of the bigger projects under here, I would note that on page 2, the third project from the bottom is Fire Department Hazardous Materials. This was a program that the State has encouraged the City to do given the potential hazardous material incidents. I think they were requesting \$15,000 and \$10,000 will probably get them through this year. This is a fund that if they don't use it this year it can roll over so eventually if we add a little bit more money it will grow into a fund that should be able to handle most issues. The project on the top of page 3 has been discussed as one way to address the Gill Stadium issues, but that will not be available until July 1.

Chairman O'Neil asked can we bring Alderman Smith up-to-date on what we did a little bit earlier. We had the Finance Officer in here and Information Systems is here and Alderman Lopez and they are going to double-check everything. We do have a meeting of the CIP Committee on Monday night. The staff from Information Systems will be available to discuss...hopefully you got a memo about their bond balances. You should have got it yesterday or today. We are not 100% clear that they have funds available, but hopefully that will be cleared up by Monday night and the Finance Officer is going to talk to the Parks & Recreation Director one more time to confirm that he does not have funds within the Enterprise fund to do the project immediately. Am I correct?

Deputy Clerk Johnson stated we also discussed putting a report of the Committee, if available, on the Board agenda for Tuesday night.

Chairman O'Neil replied right so this will be decided by hook or crook Tuesday night.

Alderman Smith stated but you don't know if they have any money available at Information Systems.

Chairman O'Neil replied Rick Lidner is here. Diane was scheduled to be on vacation and she would like her day in court with the Board so out of respect we owe her that.

Alderman Smith stated my intention and Alderman Lopez helped me out on this and you know it is a sanitary issue and it has to be done. There are no ifs, ands or

but. It should be done now while Gill Stadium is not being utilized. I want the money take out of the cash flow and not out of the Enterprise fund.

Chairman O'Neil replied the Finance Officer believes that it should come out of the Enterprise fund.

Alderman Smith stated I will talk to Kevin.

Chairman O'Neil replied we are not going to debate it any more tonight but that is what he said.

Alderman Smith responded what I am saying is that you know that Parks & Recreation cannot fund everything through the Enterprise fund. I promised Ron Ludwig that we would try to get City cash or something like that.

Chairman O'Neil stated we will resolve this one way or the other by next Tuesday night.

Alderman Shea asked when are they going to start throwing the balls there.

Alderman Smith answered they just stripped the field and they are going to put new sod. I would say they won't be playing for another two weeks at least.

Alderman Shea stated I know that on May 15 Babe Ruth is going to celebrate their 50<sup>th</sup> Anniversary.

Alderman Smith stated right now the whole field is stripped. It is dirt.

Alderman Shea asked so basically they have a few weeks to fix the problem.

Alderman Lopez asked could you tell me about Southern NH Services real fast.

Mr. MacKenzie answered which project were you looking at specifically.

Alderman Lopez stated 215103 and 215203.

Chairman O'Neil asked is that at the top of page 2.

Alderman Lopez answered yes. Just briefly could you tell me about that.

Mr. MacKenzie replied in the past they have come to the City to look for...and specifically two of these projects, the Info Bank...the Info Bank provides information services to all City residents who are looking for...if somebody calls

in and says where do I find food stamps or where do I find used clothing or are we having problems. In some cities, that information system is handled by the City. In this case, for roughly \$22,000 it is handled by a private organization. It is an information referral service for anybody who calls in. The City did determine in the past that that was a reasonable service for non-profits to provide. Similarly, the next item, the Voluntary Action Center, has been funded by the City in the past. Volunteers are used throughout the City as well as in City government. I know there are several departments that use these volunteers on a regular basis and I am sure if you actually calculated the number of hours you can actually see the hours here, there are 214,000 hours of service that will be provided to City departments and non-profits. So the \$12,000 is an investment in keeping the program running that I am sure if you calculated the dollars spent in the library and in the schools it is much smaller than the actual services that you are getting. In the past they have come in and said this is a program that can save you money.

Alderman DeVries stated you triggered a question when you spoke about the Fire Department haz mat fund being able to be rolled over if not used. I was wondering if you could tell me in general what sort of accountability there is throughout the City for CIP to make sure that the money is spent on the original intended source versus discretionary.

Mr. MacKenzie replied our office monitors both the City departments and the non-profits in particular. We actually enter into a contract with the non-profit agencies that says this is what you asked for and give us a report on how many people you served. If there are HUD monies we have to find out if they are eligible. We make sure that the money is spent on what was intended. If they want to change it, we bring that back to the Board so the Board knows what is happening.

Alderman DeVries asked what about the departments.

Mr. MacKenzie answered within the departments, Finance monitors those more than we do. There are certain projects that we will keep tabs on, the bigger projects, but the smaller ones Finance actually keeps track of. I did just want to highlight some of the bigger projects that are new this year in City Cash. Go to page 3, the fourth item from the bottom. They were asking for \$150,000 but obviously the cash has been extremely tight this year and since it is a new operation they have some ability to gear up more slowly over time. There is a proposal for \$100,000 for the Convention & Visitor's Bureau. The last item on this table, Information Systems, the E-Business Web Server, many communities now are allowing their residents to pay, let's say property taxes or auto registration by computer. There are currently some issues with whether we can do that with credit cards but that is being worked on and ultimately most cities will be moving

in that direction. These are funds of \$35,000 to start that program and at least have it up and running at some point in the future. The ability to pay on-line.

Alderman Lopez stated here is another thing for Information Systems. They have all that money over there and now they are asking for another \$35,000?

Chairman O'Neil replied I will bring it up Monday night. You can have all of your questions ready for them.

Mr. MacKenzie asked if we can jump into the next category, the General Obligation Bonds. These are some of the larger ticket items. Just to give you an idea, the parameters given were typically \$10 million per year although in this year looking at the potential for acquiring the human services building, which would save the City money, I believe the Finance Department indicated that you could go up to potentially \$13 million in bond money which is roughly what the City had last year. The City bond was slightly more than that. So that was the cap in terms of how much bond money was available. Obviously the demand for bond money far exceeded \$13 million. The Committee talked before about the motorized equipment replacement and the fire trucks. When you get down to looking at priorities it is very difficult to find the funding. Just running down through these, the first two are fixing roofs at the Harvey Road station and the last installment of the fire station, the Cohas Fire Station, of \$700,000.

Chairman O'Neil asked have we confirmed that first number. That seems like an awful high number.

Mr. MacKenzie answered it seemed like a high number to us but we did speak with the...I know I spoke with Kevin Sheppard and they checked. There is not just roof damage but there is damage to the exterior walls because of past leaks. There are significant issues.

Chairman O'Neil asked can you just double-check that. It is a three-stall garage.

Mr. MacKenzie answered we can do that. The next item is the Derryfield Park Rehab project - \$150,000. It would go towards the reconstruction of the parking lots and the tennis courts adjacent to where they will be currently putting up a playground there. The Livingston Park & Pool Bathhouse, \$900,000 is not the full project. Given that we are going to have some potential drought issues this summer, right now that pool is basically...they pour new water into the pool every day. It is 10,000 of thousands of gallons of water they are going through. The way the pool is constructed, there are tremendous amounts of leakage so the Parks & Recreation Director, he is not sure if it is going to last another year. It would have to be funded over two years to accomplish this. The first year they would



basically build the buildings and early next year they would use the money to finish the pool and the site work.

Alderman DeVries asked what is the full project.

Mr. MacKenzie answered somewhere between \$1.8 and \$2 million depending on whether you add things like concession stands.

Chairman O'Neil stated if I may one of the things I know is they were going to go back and talk to their architect as the Fire Department did on the Cohas Fire Station to see what are necessities and what are not to see if they could get that number down a little bit.

Alderman Shea stated as we all know I want to complete Prouts Park and I think everyone here would like it complete. I did call Ron Johnson today and I did speak with Alderman Wihby and Ron indicated that the amount of money that they would need for the demolition and the work that is to be done this year would be about \$750,000. Now in essence if they have a \$900,000 bond and you are not going to use \$150,000, why not complete Prouts Park and get it done? If \$900,000 is needed then it is understandable they should use it but if they can use just \$750,000 then why should we add \$150,000 because one way or another Prouts Park is going to need that. My thoughts are if we can somehow crosscheck and say would it be possible for them to complete whatever they have to do in this fiscal year with \$750,000 because Ron Johnson indicated to me that that is what they would need.

Chairman O'Neil asked is this the last phase at Prouts Park.

Alderman Shea answered yes. Just to review the project was divided into four sections. \$150,000 for four years. The first year we spent \$150,000. The second year we combined the second and third phase for \$200,000 so we have actually spent \$350,000 of the \$600,000 project. If we get another \$150,000 to complete it and get it done it will be \$500,000 and we will still have saved \$100,000.

Chairman O'Neil stated maybe Bob can follow-up but I do know that Parks was going to meet with the architect again to see if they could rework the schedule a little bit and rework the numbers. It may fit in that \$750,000. Bob, can you confirm that?

Mr. MacKenzie replied yes I can.

Chairman O'Neil stated I will say that I know in conversations they are going to reach out on the Derryfield Park work as well as some of the work at finishing up

West Memorial like the sidewalk and curbing walk in conjunction with the Highway Department to see if there are some more efficiencies there that either Highway can do directly or do some of Highways projects. I know they were scheduled to meet on that.

Mr. MacKenzie stated since you are on that one, the School Site Improvements Project, I would just note that that would be the last of the funding for the West Memorial Field and we would then start design and engineering for potential improvements at the Clem Lemire complex at Memorial.

Alderman DeVries asked is that the full \$50,000 for the Master Plan.

Mr. MacKenzie answered yes.

Chairman O'Neil stated I thought there might have been a number higher.

Mr. MacKenzie replied there was discussion about \$75,000.

Alderman Smith stated I would like to bring up Raco Theodore Park. I know this was the number two priority by the Parks & Recreation Department and it wasn't funded whatsoever. I have documents here dated March 7, 1997 regarding root deterioration and structural deterioration. I want to tell you that I went to Manchester Water Works and that pool is leaking. It was a top priority of Parks & Recreation and if anyone wants to see the documents dated March 7, 1997, it was priority number two and I would like to see something done over there. It is leaking water. You can check with Manchester Water Works. If you think Livingston is bad, you better check Raco Theodore.

Chairman O'Neil asked what is the price on that.

Alderman Smith answered I don't have a price on this. They requested \$75,000 to start the initial phase. I guess it would be two phases.

Chairman O'Neil asked Bob to check that out.

Mr. MacKenzie answered we did discuss Raco Theodore. There are ultimately going to be some fairly expensive improvements needed there. I think the intent was to finish the Livingston pool before they jumped into another one. We recently did Dupont pool. We were just trying to phase the pools so you didn't have a couple of major pools under construction at the same time.

Alderman Smith asked what are they going to do if there is no pool during the summer. There is no other area on the West Side unless you go up to Dupont

pool. There is nothing in the area whatsoever and it is a highly congested area. It is similar to Spruce and Cedar.

Alderman Shea asked would \$75,000 allow for the youngsters and adults there to get through the summer. I don't know. He couldn't give me an answer. He wanted to start on the bathhouse.

Chairman O'Neil asked could we check on that.

Mr. MacKenzie answered sure. I am just going to skip over a bunch of these...Bridge Rehabilitation Program is \$200,000. We actually get a much larger match to that from the State. Annual reconstruction is \$250,000. Granite Street Road and Bridge Widening, \$700,000 and that is a match if we get Federal funds to do the land acquisition of it.

Alderman Smith asked if we don't get the funds then we aren't going to do it I imagine.

Mr. MacKenzie answered that is correct.

Chairman O'Neil stated well we may have to seek alternative methods to fund it.

Mr. MacKenzie stated the last item on the list is...going back to Alderman Smith's question this is another fund for sidewalk improvements. This is \$230,000. The Highway Department does carry a list of sidewalk improvements. They try to prioritize them as to the worst conditions and try to address them. On the next page...again the TIP Improvement Project, which is the Candia Road reconstruction, has been in process for a number of years. This actually again is a match of \$555,000 against some fairly significant funds from the State. Ultimately, that is a \$5 million project for the reconstruction of Candia Road. It is projected now that the total City share would be about \$1 million. The next item is the School Capital Improvement Program, \$3.6 million. The Mayor is proposing and the Board is looking at a much larger design-build proposal for all of the schools. These are just projects that could be done this summer. These are projects that are needed and was an agreed upon amount by the School District to at least hit some very rapid projects, including the Bakersville Kindergarten program, the Memorial High School library expansion and some Central High School renovations. You discussed the \$600,000 for the equipment replacement. Yes, it is true. It would be ideal to have \$2.5 million but again if you have a \$13 million budget you have to make priority decisions. The next item, the Human Services Building, is \$2.95 million. That would include acquisition, moving, fit up equipment and furnishings for a facility. There will be a proposal on that to the Board in the next few weeks. The Finance Department has done an evaluation of

those to show that even at this price or less the City would save money because of the amount of money that we spend for rent each year. Lastly \$1.4 million projected for a senior center. The Mayor was proposing that various people raise \$300,000 in private grants or contributions and in a subsequent year an additional \$600,000 to complete the overall project that include the \$1.4 million.

Alderman Smith asked don't we already have money in there.

Mr. MacKenzie answered yes there is \$1.2 million already.

Chairman O'Neil asked so that is figured into this amount.

Mr. MacKenzie answered no. This would be in addition to.

Chairman O'Neil asked but the \$1.2 million...we are looking at a \$3 million project.

Mr. MacKenzie answered yes.

Chairman O'Neil asked what year was the \$1.2 million from.

Mr. MacKenzie answered FY01 was the \$1 million. There is a separate project for \$175,000.

Chairman O'Neil stated so there is \$1 million plus \$175,000.

Alderman Shea stated I think that was taken from the proposed police station.

Chairman O'Neil replied there was a change in direction by the Board is what you wanted to say.

Alderman Wihby asked, Bob, didn't you start out earlier by saying that we only had \$10 million.

Mr. MacKenzie answered I started saying when the first numbers came out from Finance that they were looking at \$10 million over the next eight years as recommended by Bond Council.

Alderman Wihby asked how did you get to \$13 million.

Mr. MacKenzie answered \$13 million was taking into consideration that the Human Services Building, if constructed, would actually save taxpayer money so you could bond a little bit more and still have about the same tax impact.

Alderman Shea asked isn't that something that Kevin presented to us over the course of five years or so. Didn't he say that there was so much per year that they could borrow?

Mr. MacKenzie answered that is correct. It works out to \$10 million a year on average.

Alderman Lopez asked the \$600,000 that we are going to need for vehicles, do we know how that is going to be split up and who is going to get the equipment, do we know who is going to get what.

Mr. MacKenzie answered the Mayor's Office has looked at a request from Highway...the Mayor's Office actually identified certain pieces of equipment that would be purchased with that \$600,000.

Alderman Lopez asked and that all goes to Highway.

Mr. MacKenzie answered that doesn't all go to Highway. There is \$150,000 to Fire, some to Highway and one piece to Parks.

Alderman Lopez asked are you going to hand that out like you did last year.

Mr. MacKenzie answered that would be up to the Mayor's Office.

Chairman O'Neil asked, Carol, can we request that from the Mayor's Office both on cash and bond please.

Alderman Shea stated usually Mark Driscoll comes in with a big request.

Chairman O'Neil stated there is something wrong with the cycle. The State bid cycle is right but our cycle is wrong. We are always playing catch up when we should be ahead. I can remember being here when police cruisers were falling apart and they were taking a bus to get to their duties.

Mr. MacKenzie stated the last Table, Table 5 is basically Enterprise fund projects. Parks & Recreation, EPD and Water Works have most of them. Airport has projects typically although I don't think they have any this year because they got a major allocation before. These are all paid through, in essence, user fees and are earmarked towards certain projects.

Chairman O'Neil asked have we done an analysis, especially in Parks...I know a few years ago the pools at one point were in the Enterprise and they got moved

out. Some of this is almost...Gill Stadium does not belong in the Enterprise. We were having a discussion tonight about the Enterprise paying for work at Gill and there is no money to pay for it. Should we really sit back and identify...for instance let me make some general comments here. The golf course pays for itself plus some. I am told with a decent winter McIntyre pays for itself and that generally speaking the two arenas pay for themselves so those are appropriate. I am just wondering should we take a look at getting Gill Stadium out of the Enterprise. It is not fair to Gill Stadium.

Alderman Wihby replied it is fairer to Gill Stadium.

Chairman O'Neil stated but even in the Enterprise we can't find money to do work there.

Alderman Lopez stated I think when they put Gill Stadium in the Enterprise fund they indicated the bottom line that Gill Stadium needed something and we have in the past helped out and have given money to offset that.

Mr. MacKenzie stated Gill Stadium...enterprise programs have to take in more in revenues than their operating costs and that is what gives you a little bit of extra money you can bond on. Gill Stadium does break even. It makes a little bit of profit. That is why there is only a little bit of bond money available to do work.

Chairman O'Neil asked Gill Stadium breaks even.

Mr. MacKenzie answered yes.

Chairman O'Neil asked is Arthur Andersen doing the books on that one.

Alderman Lopez stated each year a certain percentage from the Derryfield Country Club and McIntyre if it has a good year goes to Gill Stadium because we don't get the numbers there. That is how we do it.

Chairman O'Neil stated my point being that Gill Stadium should be out of there. I do agree with Alderman Wihby some years it helps out that it is in the Enterprise but I will look at a year like this year and it is not helping them if it is in there.

Alderman Smith stated I can tell you that right now Gill Stadium needs \$4 million to make it in good, playable physical condition. This has been a pet peeve of mine. I go to Gill Stadium probably 50 or 60 times a year with my ball teams and so forth. Everybody, whether you are black or white and 2 or 80 you use Gill Stadium. It is terrible to see it in the condition it is in right now. You can go up tomorrow and see that the decking on the end section is all gone right now. It is

corroded. It is terrible to neglect something that is assessed for \$2 million and not put money into it on a day-to-day basis. That is all I have to say.

Chairman O'Neil stated I think that maybe going forward after we approve our budget we have to come up with some plan for Gill Stadium because it is just...in my opinion it is not and I respectfully disagree with my colleague from Ward 1, it is not working in the Enterprise. It is not getting the funds that it really needs.

Alderman Wihby stated it was exactly as Alderman Lopez said. We knew it wasn't going to fund itself. We knew at least that there was \$235,000 in there and we were going to take care of it on the other side eventually. We were going to do stuff with it on the general fund side. If you take it out of the Enterprise all together, you are going to have to come up with \$235,000 each year.

Mr. MacKenzie stated that covers the tables but I did want to go to the next sub agenda item, which are the expedited projects. These are the projects that have been requested to be expedited and that means that we could try to get these projects going in May versus waiting until July 1. This will help us hit the construction season. Again, there are seven projects that are being recommended. You will see two on the left-hand side. You will see actually two CIP numbers. The first one identified on each project is the one proposed for FY03 and the second one is the one we expedited and we actually put in the 02 fiscal year so that would be the new project number for each one of these. We do at some point want the Committee to start to move these ahead. Maybe Carol could help me a little bit on protocol but at some point we would like to get a vote to at least move these ahead as expedited items so that we could do up the appropriate resolutions, the bond resolutions.

Deputy Clerk Johnson stated you have a public hearing scheduled for CIP tomorrow evening and really until the public hearing is held these should remain here. Perhaps on Monday evening the first order of business should be to make a motion to expedite these projects unless there is something on there that you want taken off.

Chairman O'Neil replied it doesn't appear that the fire station needs to be on the expedited list.

Mr. MacKenzie stated no you are right.

Alderman Lopez stated the only one I am concerned with and would like to have more information on is the School Site Improvements – West Memorial Field. I have heard different figures. It was originally \$650,000 when they voted on it and then it went down to \$500,000 and now it is down to \$350,000. I have heard all

kinds of things. A lot of it has to do with sidewalks over there versus the actual fields. I think there is some money in there that I wouldn't want to spend because I can think of other sidewalks in the City. I just think that maybe in my own opinion we have to take a good look at it and have the rest of the Board consider whether they should get that \$350,000.

Chairman O'Neil replied I don't think there are any sidewalks. Well there is but...

Alderman Lopez interjected there are. I walk over there all the time. There are sidewalks over there in front of West Memorial Field on South Main Street.

Chairman O'Neil asked can we get a breakdown of what the \$350,000 is going for.

Mr. MacKenzie answered we will have that for the next Committee meeting. We do have it, but it is kind of patched up. We do have a fairly good breakdown. Sidewalks are about \$72,000 out of that. We will get you a copy of the breakdown. That is all that the staff has right now.

Chairman O'Neil stated we did get information from the Boys and Girls Club. Alderman Smith do you want to comment?

Alderman Smith stated we asked for information and they have 48 boys and 32 girls on a daily basis and if you go over a nine month period, they are open September-June, they actually take care of 15,320 kids and 79% of the money they get in funding goes to direct services. I think it is a worthwhile project to keep the kids off the streets. I will defer to Alderman Garrity if he would like to say something.

Alderman Lopez asked when do you want our changes submitted.

Chairman O'Neil answered not before the public hearing. We can start those discussions Monday night.

Deputy Clerk Johnson stated you only have a certain amount of time because the next meeting is at 6 PM.

Chairman O'Neil stated we should probably get ready for the expedited projects to get those moving and to the Board by the first week in May.

Mr. MacKenzie replied that is what I was hoping to shoot for.



Chairman O'Neil asked, Carol, how long do those have to layover.

Deputy Clerk Johnson answered the expedited recommendations can go to the Board on Tuesday night.

Chairman O'Neil stated so we have to do expedited Monday night.

Deputy Clerk Johnson replied yes.

Chairman O'Neil stated so we need the breakdown on West Memorial Field as soon as possible.

Alderman DeVries stated there is a project that I didn't see on the list that I had requested be funded, which is the Crystal Lake project. Do I look somewhere else? Did it get lost in the shuffle?

Mr. MacKenzie asked was it the land acquisition.

Alderman DeVries answered yes in case there are grants that are accepted that there is a matching component to. I just haven't got any clarification.

Mr. MacKenzie replied there was no request for that.

Alderman DeVries responded there was because Sam and I had filled one out together.

Mr. MacKenzie asked did it get into the database, Sam.

Alderman Wihby asked which department is this.

Alderman DeVries answered Parks I think.

Alderman Lopez asked are you talking about the land for a playground.

Alderman DeVries answered yes because they still have an LCHP grant. It may not be necessary.

Alderman Shea stated I think that land was taken over by LaMontagne wasn't it.

Alderman DeVries replied not all of it. There are 12 lots that they have an option to purchase. Hopefully they will be taking care of it by other sources of funds but if not, the LCHP. It is not for the park technically. I just didn't know where it was.

Alderman Shea stated at one time Ron Johnson was working with Steve Vaillancourt trying to get some land over there for a park but the person who owned the land got a variance or special exception and, therefore, that didn't go anywhere.

Chairman O'Neil asked so Alderman DeVries was you are requesting is that some money be available if there is an opportunity for a match.

Alderman DeVries replied no. My question was I put in a CIP application awhile ago and I just didn't see it either as refused or accepted and I was wondering where it is.

Mr. MacKenzie stated typically Aldermanic requests come in to this Committee to be reviewed with the other projects.

Alderman DeVries and Mr. MacKenzie were to look into the request further.

There being no further business, on motion Alderman Smith, duly seconded by Alderman Wihby, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee